

Administrative Order: D002127

Approved by: Peter Hames, Director of Finance and Dennis Flaherty, Executive Assistant to the Mayor on 3/12/02

SOLICITATION POLICY:

No for-profit proprietor, business, or organization shall market, sell, or solicit their products, goods, and services to a City employee during the course of the employee's work day. Further, no proprietor, business, or organization shall conduct such solicitation on City property. Examples of such products, goods, or services are: computers, cell phones or cell phone plans, software, travel services, financial planning services, investment services, insurance products, and bank services. These examples are non-inclusive.

The City does allow certain products, goods and services to be marketed to City employees as part of the City's optional benefit program. The optional benefit program is managed by the Risk Management Division. Exceptions to this policy would fall under the City's optional benefit program and must be approved by the Risk Management Division.

IF YOU HAVE ANY FURTHER QUESTIONS REGARDING THIS POLICY, PLEASE CONTACT:

**Matt Smith – Office of Financial Services
(651) 266-8796**